



ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

Vol. 13, no. 18

GP 3.16/3-2:13/18

September 15, 1992

Mark Your Calendars!

Depository Library Council Meeting

See pages 10-12

October 19-20, 1992

2nd Annual Federal Depository Conference

See below

April 18-23, 1993

6th Annual Interagency Depository Seminar

See pages 14-17

May 19-26, 1993

Conference Discussion Sessions Planned

The Second Annual Federal Depository Conference will take place in Washington, DC on April 18 - 23, 1993. In keeping with the conference theme: "Effective **Networking**", the U.S. Government Printing Office is planning to incorporate small group discussions into the Thursday afternoon session of the conference. These group discussions will focus on depository service to special populations.

These special populations can include, but are not limited to, Native Americans, Spanish speakers, small businesses, rural, academic, or urban patrons. The small group discussions will be held in the conference break-out rooms. Groups will meet for approximately fifty minutes. Five discussion groups will run concurrently.

If you would like more information on these discussion groups or would like to volunteer to be a discussion leader for a specific topic, please call or Fax:
Chief, Depository Services (SLL), Library Programs Service, Washington, DC 20401.
Phone: (202) 512-1119 Fax: (202) 512-1432



AC SIS, LPS Management Changes Implemented

The Library Programs Service (LPS) will implement the new Acquisition, Classification and Shipment Information System (AC SIS) this month. The implementation of AC SIS is an essential first step in the process of streamlining our workflow and improving the timeliness and cost-effectiveness of our services. While it is primarily supportive of the acquisition, classification and distribution of documents, AC SIS also contains the foundation for building a system capable of expediting the announcement of documents in the Monthly Catalog.

As many of you know, we are facing a very tight budget situation in FY 1993. LPS must monitor our operations closely and adjust our procedures to maximize our resources. This, and the availability of AC SIS, necessitates a change in our management structure. These changes are being made to improve coordination and control across LPS, to increase efficiency and productivity, and to enable us to plan and implement long-term changes in organization, methods, procedures and systems for the future.

Effective September 6, 1992, **John Beadle** is acting as Deputy Director, Library Programs Service, with all divisions and staff reporting directly through this position.

Gil Baldwin is assigned to an unestablished position, with duties as Acting Chief of a new Administrative Support Division of LPS. Gil will be responsible for the budget and other administrative support for all of LPS.

Tad Downing has joined the LPS staff as Chief, Cataloging Branch.

Laurie Hall has resumed her former responsibilities as a supervisor in the Cataloging Branch, but will begin work immediately on the coordination of classification and cataloging activities required by AC SIS.

Sheila McGarr is assigned the responsibilities as Chief, Depository Services Branch. Her former position as Chief, Depository Administration Branch will be posted to be filled temporarily, not to exceed one year.

Joe McClane is assigned to Sales Management Division as Chief, Records Control Branch.



New Look for the Bulletin Board

On September 1, 1992, the Public Printer announced the availability of **The Federal Bulletin Board**. The electronic bulletin board (BBS) will allow the public immediate, self-service access to Federal information in electronic form at reasonable rates. This service was established by the Office of Electronic Information Dissemination Services (EIDS) under the Superintendent of Documents and provides a new mechanism for the sale of electronic government information to the public.

The BBS is operating on the equipment originally procured for PROJECT HERMES, with a new bank of modems and expanded hard disk capacity. The BBS will continue to support the Depository Library Program, but you will see a new look when you sign on.

Depository libraries should now call (202) 512-1397 to access the BBS!

Libraries who use the BBS will notice that it has changed as a result of its transformation into **The Federal Bulletin Board**. First, and most obvious, the opening screens and registration procedures have been modified to improve the appearance and instruct both public and depository library users. Online help messages and menus also have been revised to make the BBS easier to use and to customize it to our applications.

The most important change is the addition of numerous new Special Interest Groups (SIGs) and File Libraries. The new File Libraries are collections of downloadable files from a variety of Federal agencies that are using **The Federal Bulletin Board** to disseminate their electronic files. Each new File Library has a corresponding SIG with the same name. These SIGs contain information about the contents of the related File Library and provide a means for the publishing agency to communicate information about product characteristics and schedules to the users of the BBS.

Purchasing Files from the BBS

The new File Libraries contain product files that are available for purchase by customers with GPO Deposit Accounts. These files have already been distributed, or soon will be distributed, to the depository libraries in other ways. For example, the 1990 Toxic Release Inventory files are now available in a File Library called EPA_TR90. That data already went out to depository libraries in microfiche and CD-ROM. Similarly, there are several DOE libraries that include data from the Department of Energy that has already gone to the depository libraries on diskette.

If you want to download from the File Libraries, you must establish a separate USER-ID using your GPO Deposit Account number. Your Depository Library USER-ID will allow you to view the listings, but will not allow you to download the product files. Similarly, you can read messages in the product-related SIGs, but cannot download files attached to the SIG messages. The downloadable files attached to SIG messages are usually the free documentation or README files for the related product files. However, the BBS software provides access to those free files based on the user's access to the related files that are for sale. Since the Depository Library USER-IDs are not authorized to download the sales files, the software will not permit them to download the attached files in the related SIGS.

Free Services from the BBS

There is already a SIG available only to depository libraries called **IT_HLPR**. This SIG contains user and product support information for electronic products distributed to depository libraries. The free downloadable files attached to messages in product-related SIGS will be accessible to depository libraries through the **IT_HLPR** SIG. Thus the Depository Library USER-IDs will access all of the FREE material on the BBS.

You will want to look at the messages in a new SIG called **HELLOLIB** for additional information on use of the BBS by Federal depository libraries. This SIG will be available only to BBS users who have a Depository Library USER-ID. Bulletins in this SIG will provide depository library staff with specialized information about accessing the BBS, such as user documentation tailored to depository libraries and information on new BBS developments. The revised User's Guide is being prepared now and should be available later this month. It will be printed and sent out to all depository libraries and posted on the BBS as both ASCII and Word Perfect 5.1 documents.

E-Mail Services from the BBS

Finally, we have inaugurated limited E-Mail service. This will allow public users to communicate with the SYSOP to provide comments on the BBS and order other electronic products (such as diskettes and CD-ROMs). It also can be used for communications among GPO and the depository libraries. While LPS will continue to communicate most of its information via SIGS, depository libraries may now send E-Mail inquiries directly to LPS staff members, to the System Operator (SYSOP) or to other depository libraries. A table of LPS USER-IDs is attached. We will generate a table of Depository Library USER-IDs and post it on the BBS. It will also be published in a future issue of Administrative Notes.

An E-Mail message can be read only by the USER-ID to whom it is addressed, so your E-Mail messages will be private.

Project Hermes Concluded: Files Removed from the BBS

The electronic dissemination of Supreme Court Slip Opinions under Project Hermes has concluded. Effective September 1, 1992, the slip opinions are no longer available on **The Federal Bulletin Board**.

The Supreme Court is currently evaluating the results of Project Hermes and will decide on its next steps before the beginning of the new term in October. We will put out a notice on the BBS and through Administrative Notes as soon as we have any additional information.

Meanwhile, you should know that we have recently learned that the ASCII versions of the slip opinions did not include the footnotes. Please take appropriate action to prevent further dissemination of these incomplete ASCII files.

Distribution of BBS Files to Depository Libraries

As noted above, all of the data on the BBS either has been or will be distributed to the depository libraries in some format. If material is submitted for distribution on the BBS that is not already in the Depository Library Program in some other form, LPS will disseminate the information electronically on personal computer diskettes or a CD-ROM. This will probably be done bimonthly or quarterly, depending on the volume of material.

LPS will use diskettes for small data sets where the costs of diskettes are reasonable. When the quantity of data is sufficient to make a CD-ROM more economical than diskettes, we will produce a CD-ROM containing a set of data files. This would deliver the files to the depository libraries exactly as they would be retrieved if downloaded from the BBS, i.e., without any retrieval software or reformatting of the data.

The use of diskettes or CD-ROM will provide the depository libraries with a copy of the data files that can be used "offline" without incurring telephone charges. This has been requested by a number of depository libraries that cannot afford the communications costs associated with accessing the data through the BBS. In addition, this method of dissemination keeps LPS in compliance with the FY 1989 House Appropriations Committee report language (H. Rept. 100-621, page 30) that stated:

The Committee agrees with providing cost-effective methods of electronic dissemination of information to depository libraries such as CD-ROMs. Other methods, however, such as online access, which may increase funding requirements, must be submitted to the Committee before being implemented.

Once we have gained experience with the volume of use of the BBS and the costs associated with its operation, LPS will prepare an analysis and make a projection on the costs of providing additional BBS services to the depository libraries and present that information to the Joint Committee on Printing and the House and Senate Appropriations Committees.

We welcome your comments on, and suggestions for, **The Federal Bulletin Board**. If you wish, you can send your comments as E-Mail to the **SYSOP** using **SUGGESTION BOX** as the topic of the message. More traditional forms of communication are also welcome.

E-Mail Addresses for LPS Staff

If you want to send an E-Mail message to a member of the LPS Staff, type **EW** at the BBS Main Menu (E for E-Mail, W for Write). You will be asked to provide a **USER-ID** and then a **TOPIC** for the message. You will have 1920 characters for your message.

When the message is complete, you can type **OK** on a blank line and press return. You will be given a chance to edit your message. If the message does not need editing, you can type **/s** on a blank line and press return. The message will be sent immediately.

The E-Mail system will ask if you want to attach (upload) a file to send with your message. If you want to send a message longer than 1920 characters, you can type it out and upload it as an attached file.

The system will also ask you if you want a return receipt. If you type **Y** for yes, you will receive an E-Mail message when your E-Mail message is opened by the recipient.

Listed below are the E-Mail addresses for some of the LPS Staff:

Judy Russell IDP01
Gil Baldwin LPS6
Jane Bartlett LPS4
Tony Ford (SYSOP) LPS3
Laurie Hall LPS10
Sheila McGarr LPS8
Carl Redd LPS7

We look forward to hearing from you!



[The following material is extracted from a mailing announcing the availability of the Federal Bulletin Board to GPO Deposit Account customers.]

The Federal Bulletin Board

Electronic Bulletin Board Service Now Available For GPO Deposit Account Customers

To improve access to government information for GPO Deposit Account customers, the U.S. Government Printing Office is now offering **The Federal Bulletin Board**. Using the electronic bulletin board service (BBS) gives you:

- ▶ **Immediate, self-service access** to government information in electronic form at reasonable rates.
- ▶ **Direct ordering** capabilities for all GPO sales items through the free **E-Mail** service.
- ▶ **Rapid retrieval** of free product announcements, subject bibliographies and publishing schedules for selected sales publications.

The Federal Bulletin Board software offers all of the most popular BBS features, including:

- ▶ **Electronic File Transfer:** Electronic files from a variety of Federal agencies organized by topic heading. You can browse the file lists, review file descriptions, and transfer selected files to your own personal computer, quickly and easily. Although full-text searching of the file contents is not available, you can search by file name, date, and keywords.
- ▶ **E-Mail:** Electronic Mail service for ordering products and communicating with GPO. As an alternative to downloading files, you can use E-Mail to order files sent to you on personal computer diskettes. You also can use E-Mail to place orders for CD-ROM products if you already have the GPO stock number.
- ▶ **Special Interest Group (SIG) Bulletins:** Open messages to all BBS users, grouped by topic. The SIGs will provide information on products available from the BBS as well as announcements of popular print and CD-ROM publications.

If you have a personal computer, a modem, telecommunications software and a telephone line, you can access **The Federal Bulletin Board** today by calling the BBS at (202) 512-1397. Your GPO Deposit Account Number is your user identification number. Be sure to have your account number and billing address available when you call the BBS.

GPO provides user support for **The Federal Bulletin Board** through:

- ▶ **E-Mail** communication directly to the BBS system operator.
- ▶ **Telephone Help** service on weekdays between 8:00 a.m. and 4:00 p.m. EST.
- ▶ **User Manual** available for free downloading from the BBS.

In addition, bulletins on how to use the BBS, new software features, and upcoming BBS enhancements will be available in the **HELLO SIG**.

Free services available through **The Federal Bulletin Board** include:

- ▶ Using **E-Mail** and **SIG** services.
- ▶ **Browsing file lists** and **searching keyword terms**.
- ▶ Downloading copies of **instructional** and **product description** files.

Titles Available on The Federal Bulletin Board as of September 1, 1992

The titles listed below are now available on the BBS. Watch the BBS for announcements of additional files and new Federal agency participants.

Department of Energy: Historical Monthly Energy Review (11 files)
 Monthly Energy Review Database; May 1992 (8 files)
 State Energy Data System (SEDS) 1960-90 (109 files)
 State Energy Price & Expenditure Data (113 files)

Department of State: Background Notes (Various Countries)
 Daily Press Briefings (50 files)
 Dispatch (52 files)

**Environmental
Protection Agency:** Federal Register, Aug, 21, 1992, Part III; Worker
 Protection Standard; Final and Proposed Rules (2 files)
 Toxic Release Inventory, 1990 (63 files)

For additional information about **The Federal Bulletin Board**, contact LPS by telephone at (202) 512-1126 or by Fax at (202) 512-1432.

Charges for Services on the Federal Bulletin Board

The Federal Bulletin Board is priced to encourage usage. Charges are based on the size of the file downloaded or displayed on the screen. The minimum charge is \$2 per file and applies to files up to 50 Kilobytes (50KB). Prices increase in dollar increments, with a full megabyte (1 MB) file costing \$21. The average file price for currently available material is \$6 to \$7. The price for transferring a file will be clearly shown on the BBS and daily charges will be reported on users' monthly Deposit Account statements. Users are responsible for their own telecommunication charges. A pricing table appears below:

File Size	Proposed Price
Up to 50 KB	\$2 ◀ (Minimum Charge)
51 to 100 KB	\$3
101 to 150 KB	\$4
151 to 200 KB	\$5
201 to 250 KB	\$6 ◀ (Average File Size)
251 to 300 KB	\$7
301 to 350 KB	\$8
351 to 400 KB	\$9
401 to 450 KB	\$10
451 to 500 KB	\$11
501 to 550 KB	\$12
551 to 600 KB	\$13
601 to 650 KB	\$14
651 to 700 KB	\$15
701 to 750 KB	\$16
751 to 800 KB	\$17
801 to 850 KB	\$18
851 to 900 KB	\$19
901 to 950 KB	\$20
951 to 1,000 KB	\$21



Additional Copies of Revised Superseded List Available

The revised **Superseded List** was distributed to all depository libraries on shipping list 92-481-P, dated August 28, 1992. It carries Superintendent of Documents classification number GP 3.2:Su 7 and was distributed under item number 0556-C. Any depository library or selective housing site needing additional copies should contact:

Diane Norman
Library Programs Service, SLL
U.S. G.P.O.
Washington, DC 20401

Fax: (202) 512-1432

Fall 1992 Depository Library Council Meeting Agenda Set

The fall 1992 meeting of the Depository Library Council will be held on October 19 and 20 in Washington, DC. The meeting will be held in Room LM-407 of the Library of Congress, Madison Building, 101 Independence Avenue SE, Washington, DC 20540. The fall Council meeting will be the first in a series of discussions on "Restructuring the Depository Library Program." The ultimate goal of these discussions will be the development of a proposal for a revised and revitalized DLP that meets the needs of both the producers and users of all formats of government information. Topics to be discussed at the fall meeting and the Council members assigned to each topic are listed below.

Restructuring of the Depository Library Program

- 1) **Should there be a Depository Library Program in the electronic age? If so, how could the program be structured to fit the realities of the current GPO budget?**

Bob Oakley (Issue coordinator)
William Cassell
Miriam Drake

- 2) **What are the goals and objectives of the Depository Library Program? Are these goals consistent with the member institutions? Are the depository libraries also meeting their responsibility to serve the public?**

Beth Duston (Issue coordinator)
Jack Sulzer
Gary Cornwell

- 3) **What Federal agency dissemination needs are being met through the current Depository Library Program? How well are they being met? How could the current program provide better service? What Federal agency dissemination needs could be met through a restructured DLP?**

John Weiner (Issue coordinator)
Bill Ellis
Mark Vonderhaar

- 4) **What criteria can be developed to measure the effectiveness of the existing Depository Library Program and how can these criteria be applied to models such as the one presented by ARL? What are the implications of maintaining the status quo and making no changes to the current program.**

Richard Varn (Issue coordinator)
Judith Rowe
Sandy Morton-Schwalb

- 5) **Various critics of the Depository Library System have proposed alternative models such as the creation of a national collection or a system of "super-regionals" or electronic depositories to help relieve some of the problems associated with the current system. What are the ideal characteristics of these alternative structures and what criteria can be used for their analysis.**

Kay Schlueter (Issue coordinator)
Susan Tulis
Carol Gordon

The members of the Depository Library Council welcome any comments or input that you may have regarding these topics. Specific comments regarding these issues should be sent directly to the appropriate "Issue Coordinator." Comments addressing the Depository Library Program in general should be directed to Gary Cornwell.

The agenda for this meeting varies slightly from past Council meetings. The Council will be meeting formally with the Public Printer on two separate occasions and will have a "wrap-up" session with the Superintendent of Documents following those deliberations. Spectators and observers are invited to attend any or all of these meetings.

Monday, October 19, 1992

A.M.

9:00 - 11:30 Informal Pre-Council Preparation Session

P.M.

1:00 - 4:30 Depository Library Council Meeting with Robert Houk, Public Printer
4:30 - 5:00 Observer Comments

Tuesday, October 20, 1992

A.M.

9:00 - 11:00 Depository Library Council Meeting with Robert Houk, Public Printer
11:00 - 11:15 Observer Comments

P.M.

11:30 - 2:00 Lunch
2:00 - 4:00 Informal Post-Council Wrap-up Session with Wayne Kelley, Judy Russell
and GPO Staff

Fall 1992 Council Meeting Hotel Selected

A block of 25 rooms has been reserved at a hotel near the Library of Congress, where the fall 1992 Council meeting will be held. Those wishing to reserve a room should contact:

Capitol Hill Hotel
200 C Street, SE
Washington, DC 20003

Phone: 202-543-6000

The rates are \$97.50 for a single and \$112.50 for a double room. When registering, please mention the GPO Depository Library Council meeting.

The purpose of this meeting is to discuss the Federal Depository Library Program (see agenda in previous article). The meeting is open to the public.

Anyone who wishes to attend the meeting must notify Josephine Williams, U. S. Government Printing Office (SL), Washington, D.C. 20401. Telephone: (202) 512-1114. Fax: (202) 512-1432.

National Trade Data Bank Is Growing!

Starting in October 1992, the National Trade Data Bank (NTDB), currently issued on a single monthly CD-ROM, will expand to **two** monthly compact disks (CDs): one CD will contain the main NTDB, and one will contain the Foreign Traders Index (FTI) and related programs. Each disc will operate independently, and each will contain the BROWSE search and retrieval software.

Coming up: The first quarterly production issue of the National Economic, Social, and Environmental Data Bank (NESE-DB) will be released in October, 1992. Plans are underway to mail the NTDB and NESE-DB directly to electing Federal depository libraries.

Note: the Office of Business Analysis in the U.S. Department of Commerce's Economics and Statistics Administration operates the NTDB, the Economic Bulletin Board (EBB) and the (NESE-DB). Beginning **September 26, 1992**, the phone number for assistance with these products will change from 202-377-1986 to **202-482-1986**.



6th Annual Interagency Depository Seminar Announced for May 1993

"Serving Your Community's Government Information Needs"

The 6th Annual Interagency Depository Seminar will be held in Washington, DC from May 19 through May 26, 1993. The seminar is being sponsored by eight agencies:

- the Bureau of the Census
- the Bureau of Labor Statistics
- the Copyright Office
- the Office of the Federal Register
- the Library of Congress
- the U.S. Geological Survey
- the Patent and Trademark Office and
- the Government Printing Office.

The overall theme of the seminar will be: "Serving Your Community's Government Information Needs." The week long seminar will consist of an overview of the various agencies' products and activities as they relate to Federal depository libraries.

The Interagency Depository Seminar is the most comprehensive introduction to U.S. Government information now offered (see attached schedule of events). It is aimed at documents librarians with basic working experience in a depository environment. In the five years that it has been offered, the seminar has become extremely popular with the documents library community. As attendance must be limited to sixty-five librarians, preference will be given to those librarians who have not previously attended the seminar and whose libraries are located outside the Washington, DC metropolitan area.

Costs for the seminar are being kept as low as possible. A \$10.00 registration fee will be the only charge. Librarians attending the seminar must cover their own travel and subsistence expenses, as no government funds are available for that purpose.

Prospective attendees should **complete the registration form on page 17 and mail it, along with a check for \$10.00** made out to "GPO Cafeteria Service," to GPO by January 31, 1993. Librarians who are officially registered for the seminar will be notified by mail. If you have any questions about the seminar, please write or call the Chief, Depository Services, at (202) 512-1119.

6th Annual Interagency Depository Seminar

-Schedule of Events-

Tuesday, May 18, 1993

There will be a very informal get together of seminar participants in the large meeting room of the St. James Hotel at 6:00 p.m. Librarians will be able to meet some colleagues and agency staff in an informal setting.

Wednesday, May 19

U.S. Government Printing Office

The Library Programs Service (LPS) of the Government Printing Office will host the first day of the seminar. LPS staffers will describe the process by which GPO acquires, classifies, catalogs, and distributes depository publications. Staffers will also discuss the responsibilities of Federal Depositories in the areas of free access, collection development, bibliographic control and depository promotion. There will be a comprehensive tour of the LPS facility and a question and answer period.

Thursday, May 20

Library of Congress Presentations

Thursday's activities will be held at the Library of Congress (LC). There will be presentations on the Library Services Division of the Congressional Research Service (CRS); the Document Delivery Services and collections of Federal documents in the Library of Congress. Tours of CRS and other areas of LC will also be offered.

Friday, May 21

Census Bureau Seminar

Staff of the Census Bureau will present a status report and product review of the 1990 Census, including information on the media in which Census products are issued. The Census Bureau will also provide a description of the subject content of the 1990 census. Bureau staff will provide a variety of handouts and answer questions about the availability and uses of census data. Staff will demonstrate the use of census data on compact disk.

Monday, May 24

On Monday the Office of the Federal Register and the Bureau of Labor Statistics will each conduct half-day workshops. Participants will be able to attend both presentations.

Federal Register Workshop

This two and one half to three-hour workshop on the Federal regulatory system is presented by the Office of the Federal Register, National Archives and Records Administration. The workshop covers: the regulatory process, including the relationship between laws and regulations; the important elements of the Federal Register and the Code of Federal Regulations (CFR); a research problem using the finding aids of the Federal Register/CFR publication system; and an introduction to public participation in the rule making process.

Bureau of Labor Statistics

The Bureau of Labor Statistics, Office of Publications will make a presentation on the agency's publications and services.

Tuesday, May 25

Intellectual Property Workshop

A full day workshop will cover the basics of intellectual property: patents, trademarks and copyrights, featuring speakers from the U.S. Patent and Trademark Office and the Copyright Office of the Library of Congress. Attendees will learn to differentiate between three types of Federal protection for intellectual property and the methods by which this information is accessed by the public. Special emphasis will be given to the Patent and Trademark Depository Library Program, a nationwide network of 72 libraries which receive copies of U.S. patents and play a significant role in the dissemination of patent information to the public. Publications and search methods, where applicable, will also be discussed.

Wednesday, May 26

U.S. Geological Survey

The U.S. Geological Survey will present a half-day workshop, 9:00 a.m. to noon, on the agency's publications and services.

All presentations during the seminar week will be held in the Carl Hayden Room of the main building of the Government Printing Office, the sole exception being Thursday's Library of Congress program which will be held in the Madison Building of the Library of Congress. Presentations will begin promptly at 8:30 a.m. and will last until at least mid-afternoon. All participants are expected to attend all presentations.

Accommodations

As May is a peak tourist period for Washington, accommodations can be very hard to find. A block of suites has been reserved for the seminar participants at the St. James Hotel. The hotel is located at 950 24th Street NW, Washington, DC. This hotel is in a good section of the city, one half block from a Metro station. Attendees can take the Metro train to Union Station, which is about a block from GPO.

A complete suite (bedroom, kitchen, complete with china and cookware, and dining area) is available for \$110.00 per night for single or double and \$15.00 each for a third person. If you wish to reserve a suite at the hotel, you should call as soon as your seminar reservations are confirmed by GPO.

The phone number to the reservations desk at the St. James Hotel is (202) 457-0500. Please tell the reservation clerk that you are attending the GPO seminar and quote the above room rate. If you are interested in sharing a suite with 1 or 2 librarians attending the seminar, you may call John Tate at GPO: (202) 512-1109. Mr. Tate will try to match up roommates.

Registration Form

Mail to: Chief, Depository Services Staff
Library Programs Service (SLL)
U.S. Government Printing Office
Washington, DC 20401

Mail By: January 31, 1993

- ☐ I would like to attend the May 19-26, 1993 Interagency Depository Seminar.
- ☐ I need lodging and will contact the hotel directly.
- ☐ I have not previously attended a GPO sponsored seminar.
- ☐ Enclosed is my check for \$10.00 payable to "GPO Cafeteria Service".

Please type or print clearly:

Name

Institution

Library/Office

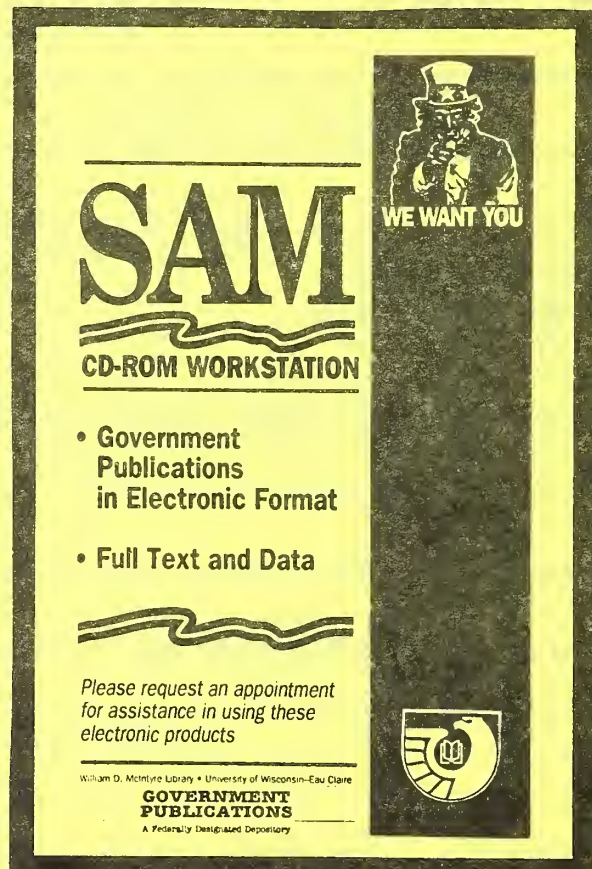
Address

Telephone (include area code)

City/State/Zip Code

CD-ROM Depository Publicity at University of Wisconsin-Eau Claire

Government Publications staff at the William D. McIntyre Library, University of Wisconsin-Eau Claire, wanted to alert the library staff to the arrival of the Federal CD-ROM products in a way that would be a bit more fun and more memorable than just another library memo, so they ran a "name the new workstation" contest. The contest winner was offered morning coffee and a treat by the Government Publications staff. Hardly great stakes, reports Government Publications Librarian Leslie Foster, but the response was impressive: from a staff of about thirty, thirty-eight names were suggested. SAM was the winner, and the signage shown below, printed in red, white, and blue, is now posted in the library.





United States Government Printing Office
Washington, DC 20402

ASSISTANT PUBLIC PRINTER
(Superintendent of Documents)

September 1, 1992

Dear Depository Librarian:

The Library Programs Service (LPS) has recently been apprised that three publications, **Juran Institute Quality Improvement Tools: Instructor's Guide, Volume I and Volume II**, and **Visual Aid Masters**, from the Internal Revenue Service (IRS), should not have been distributed to depository libraries. The issuing agency has informed LPS that as part of its license agreement with Juran Institute, "the right to reproduce and distribute the Licensed Materials is restricted to employees of the LICENSEE [IRS] itself, and no other agency of the United States Federal Government". Under provisions of Title 44, U.S.C. 1902, these publications are "required for official use only for strictly administrative or operational purposes".

Descriptive information on this publication:

Title:	Juran Institute Quality Improvement Tools: Instructor's Guide, Volume I and Volume II, and Visual Aid Masters
SuDocs numbers:	T 22.2/15:7935/v.1 T 22.2/15:7935/v.2 T 22.2/15:7935/visuals
Shipping list number:	92-0309-P
Shipping list date:	May 28, 1992
Item number:	0956-J

I am requesting that you immediately withdraw these three publications and **destroy them by any means that will prevent disclosure of their contents**. Both LPS and the Internal Revenue Service regret any inconvenience resulting from the shipment of these "official use only" publications.

Sincerely,

Wayne P. Kelley

WAYNE P. KELLEY
Superintendent of Documents



United States Government Printing Office
Washington, DC 20402

ASSISTANT PUBLIC PRINTER
(Superintendent of Documents)

September 1, 1992

Dear Depository Librarian:

The Library Programs Service (LPS) has recently been apprised that the publication, **Security in the Workplace, Improving the Safety of Federal Court Employees**, from the United States Marshals Service, should not have been distributed to depository libraries. The issuing agency has informed LPS that "this publication was not intended for the public". Under provisions of Title 44, U.S.C. 1902, this title "is required for official use only for strictly administrative or operational purposes".

Descriptive information on this publication:

Title: **Security in the Workplace, Improving the Safety of Federal Court Employees**

SuDocs number:	J 25.2:Se 2
Shipping list number:	91-0385-P
Shipping list date:	May 20, 1991
Item number:	0969-A-01

I am requesting that you immediately withdraw this publication and **destroy it by any means that will prevent disclosure of its contents**. Both LPS and the U.S. Marshals Service regret any inconvenience resulting from the shipment of this "official use only" publication.

Sincerely,

A handwritten signature in cursive script that reads "Wayne P. Kelley".

WAYNE P. KELLEY
Superintendent of Documents

Readers Exchange

Automated Shipping Lists Processing and Shelflist Creation With MARCIVE's Machine-Readable Shipping Lists

Margaret T. Mooney
Government Publications Department
University of California, Riverside, Library

Utilizing MARCIVE's machine-readable shipping lists in dBASE format in conjunction with UCR's Item Numbers Database, the Government Publications Department at the U.C. Riverside Library has developed a fully automated microcomputer-based shipping list processing and shelflisting system for U.S. depository publications.

This system displays each shipping list title on the screen with detailed processing instructions, generates a book label with appropriate housing location, and creates a shelflist record for all titles received with just one keystroke per title. A brief description of the system is provided below.

The Conversion of MARCIVE Records

Upon receipt of MARCIVE's machine-readable shipping list records on disk, UCR converts each of MARCIVE's shipping list titles into a separate dBASE record through a program developed by UCR. Each record thus converted contains item, SuDocs, and shipping list numbers, as well as title and format of a publication. These records are retained in a database named SHIPLIST until staff is ready to process a shipping list.

The Automated Processing System

When ready to process a shipping list, staff inputs the shipping list number and date received by UCR onto an input screen provided by the system. This activates the automated system to do the following (steps 1 through 3 require no human intervention and take only one minute to execute):

1. Locate all shipping list records with the desired shipping list number in the SHIPLIST database and extract these records to a database named CHECKIN. The CHECKIN database will now contain only those records listed on the shipping list being processed. (Records extracted to the CHECKIN database will be deleted weekly from the SHIPLIST database.)
2. Match the shipping list records in the CHECKIN database against UCR's ITEM NUMBERS database by both item and SuDocs class stem numbers. (UCR's ITEM NUMBERS database contains bibliographic and other information pertaining to all

the U.S. Government depository item categories. The database contains a unique record for every SuDocs class stem and every serial title selected by UCR. When matched, the system will transfer information pertinent to processing contained in the ITEM NUMBERS database (UCR's selection decision, housing location, monograph/serial indicator, INNOVACQ number (for serials), and other check-in instructions) from the ITEM NUMBERS database record to the CHECKIN database record.

3. Break down SuDocs numbers and generate book labels for paper and electronic publications listed on the shipping list which are selected by UCR. (UCR has been using a multi-line format label (shown below) for many years and therefore has opted to include a label generating feature in the automated processing system.)

GOVT.PUB US C 55 .2 :F 53/5	GOVT.PUB REF US LC 3 .4/2 :SL4 /991	GOVT.PUB PAMPHLET US PrEx 9 .2 :P 94
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4. Display shipping list records in the CHECKIN database one at a time on the screen. Each record being displayed on the screen contains, in addition to item number, SuDocs number, shipping list number and title which were transferred from MARCIVE's machine-readable shipping lists, UCR's selection decision, housing location, INNOVACQ number (for serials), and other special check-in instructions pertaining to the SuDocs class stem.

Staff will now do the following for each title selected by UCR (titles not selected can be simply skipped through by pressing the PageDown key):

- A. If the book is selected and received, staff will input "Y" in the record on the screen and put the label on the book. If the title is a monograph, or a serial which does not need recording in the INNOVACQ system, there will be no further processing and the book is ready to be shelved. The database record will be automatically added to UCR's SHELFLIST databases, with date of receipt and the OCLC location symbol code (e.g. CUEA for U.S. paper documents shelved in the Government Publications stacks) automatically put into the record.
- B. If the title is a serial to be checked in the INNOVACQ system, staff will write the INNOVACQ record number on the book and place the book on the serial check-in shelf. (UCR uses the INNOVACQ serials check-in system for documents

serials.)

- C. If UCR did not receive the title selected, staff will input "C" for claim or "R" for rain-check. This record will be automatically added to UCR's CLAIM/RAINCHECK database with date of claim/raincheck automatically put into the record.
- D. If location change is needed for a given title, staff will input new location on the screen and input "L" to instruct the system to print a new book label with the correct location.
- 5. When the check-in process is completed, the system will automatically tabulate and display statistics on the screen by publication categories (paper monographs, microfiche, serials, titles sent to Science Libraries or other locations, claims, rain-checks, etc.).

Benefits of the Automated System

The automated processing system described above was implemented at UCR on January 2, 1992. With this system in place, UCR can now complete the processing and shelisting of all monographic publications in an average length shipping list (25 to 30 titles) in just 15 minutes. (UCR selects 62 percent of total active items). This is a tremendous savings of manual labor and processing time.

The shelflist thus being created through the system is also being put to use at UCR for a variety of functions. First, it is used as a public access catalog for recent U. S. depository publications received. Second, it serves as UCR's permanent machine-readable shelflist for U. S. documents. Third, it is used in matching against GPO tape records in UCR's GPO tapes matching project. (UCR has developed an in-house GPO tapes extracting program which utilizes the actual SuDocs number as the matching element in extracting records from GPO tapes. UCR has been loading MARCIVE's GPO tapes onto UC's online catalog MELVYL since 1991.) It is almost hard to believe that such a multi-function shelflist can be created with just one keystroke per title.

For Further Information

For further information on the system, contact Margaret Mooney at the Government Publications Department, Rivera Library, University of California, Riverside, PO Box 5900, Riverside, CA 92517-5900 or call (714) 787-3714. E-Mail address: MMOONEY@UCRVMS.BITNET.



Suggested Core Collection: Census Bureau Items

The Depository Library Council's committee to revise the Depository Library Manual also sent the following list which libraries might find of interest.

0131-F	C 3.252:	Factfinder for the Nation CFF
0131-H	C 3.253:	Economic Censuses: Reference Series
0132	C 3.250:	Women-owned Businesses, WB
0132-A-no.	C 3.255/2:	Census of Retail Trade: Geographic Area Series
0132-A-no.	C 3.255/5:	Census of Retail Trade: Major Retail Centers Statistics
0132-B-no.	C 3.256/2:	Census of Wholesale Trade: Geographic Area Series
0132-C-no.	C 3.257/2:	Census of Service Industries: Geographic Area Series
0133-A-no.	C 3.204/3-no.:	County Business Patterns [states]
0133-E	C 3.204/4:	County Business Patterns (CD-ROM)
0134-A	C 3.24/9:	Annual Survey of Manufactures: Preprint Series M (AS)
0134-A	C 3.24/9-6:	Annual Survey of Manufactures: Value of Product Shipments
0134-A	C 3.24/9-7:	Annual Survey of Manufactures, Statistics for Industry Groups and Industries
0134-A	C 3.24/9-9:	Annual Survey of Manufactures, Geographic Area Statistics
0136	C 3/24/4:	Census of Manufacturers: Industry Series
0137-A-no.	C 3.24/3:	Census of Manufacturers: Geographic Area Series
0137-B	C 3.226:	Federal Expenditures by State for Fiscal Year
0137-B	C 3.226/2:	Consolidated Federal Funds Report, Fiscal Year
0138	C 3.163/3:	Census Catalog and Guide
0138	C 3.163/4:	Bureau of Census Catalog, Bibliography and Lists of Publications
0138	C 3.163/7:	Monthly Product Announcements
0138	C 3.163/8:	Product Primers
0138	C 3.163/9:	College Curriculum Support Project Updates
0140-A-06	C3.224/3-8:	1990 Housing Highlights (series CH-S-nos.)
0140-B	C 3.62/5:	Congressional District Atlas (Districts of Congress)
0141-A	C 3.215/16:	Annual Housing Survey, Summary of Housing Characteristics for Selected Metropolitan Areas
0142-C	C 3.186:	Current Population Reports
0142-C-01	C 3.186:P-20/	Current Population Reports, Population Characteristics, Series P-20
0142-C-01	C 3.186/3:	Voting and Registration in the Election Of... (advance Report)
0142-C-01	C 3.186/3-2:	Voting and Registration in the Election of ...
0142-C-01	C 3.186/6:	Marital Status and Living Arrangements
0142-C-01	C 3.186/9:	Households, Families, Marital Status, and Living Arrangements (advance Report)

0142-C-01	C 3.186/10:	Fertility of American Women: Current Population Reports
0142-C-01	C 3.186/12:	School Enrollment - Social and Economic Characteristics of Students
0142-C-01	C 3.186/12-2:	School Enrollment - Social and Economic Characteristics of Students (Advance Reports)
0142-C-01	C 3.186/14:	The Hispanic Population in the United States (Advance Report)
0142-C-01	C 3.186/14-2:	The Hispanic Population in the United States
0142-C-01	C 3.186/17:	Household and Family Characteristics
0142-C-01	C 3.186/18:	Geographical Mobility
0142-C-02	C 3.186:P-23/	Current Population Reports, Special Studies
0142-C-02	C 3.186/4:	Child Support and Alimony
0142-C-02	C 3.186/5:	Household After-tax Income
0142-C-02	C 3.186/8:	Population Profile of the United States, Current Population Reports
0142-C-03	C 3.186:P-25/	Current Population Reports, Population Estimates and Projections, Series P-25
0142-C-03	C 3.186/7:	Estimates of the Population of the United States
0142-C-03	C 3.186/7-2:	Estimates of the Population of the United States by Age, Sex and Race
0142-C-03	C 3.186/7-3:	United States Population Estimates and Components of Change
0142-C-03	C 3.186/15:	Projections of the Number of Households and Families
0142-C-03	C 3.186/21:	State Population and Household Estimates, With Age, Sex, and Components of Change
0142-C-03	C 3.186/26:	Projections of the Population of Voting Age, for States
0142-C-04	C 3.186/20:	Provisional Estimates of the Population of Counties
0142-C-04	C 3.186/20-2:	County Population Estimates
0142-C-05	C 3.186:P-27/	Current Population Reports, Farm Population, series P-27
0142-C-05	C 3.186/25:	Farm Population of the United States
0142-C-07	C 3.186:P-60/	Current Population Reports, Consumer Income, Series P-60
0142-C-07	C 3.186/2:	Money Income of Households, Families, and Persons in the United States
0142-C-07	C 3.186/11:	Money Income and Poverty Status of Families and Persons in the United States
0142-C-07	C 3.186/13:	Receipt of Selected Noncash Benefits
0142-C-07	C 3.186/16	Characteristics of the Population Below the Poverty Level
0142-C-07	C 3.186/22:	Poverty in the United States
0142-C-10	C 3.186/23:	Educational Attainment in the United States
0142-C-11-15	C 3.186/27-no.:	[region] Population and Per Capita Income Estimates for Counties and Incorporated Places
0145-A	C 3.261:	Special Demographic Analyses, CDS (series)

0146-A	C 3.6/2:	Handbooks, Manuals and Guides
0146	C 3.2:	General Publications
0146-K	C 3.62/4:	United States Maps, GE 50
0146-K	C 3.62/8:	United States Maps, GE 70 Series
0148-A	C 3.140/2:	Government Employment (GE Series)
0148-A	C 3.140/2-3:	City Employment
0148-A	C 3.140/2-4:	Public Employment
0148-A	C 3.140/2-5:	County Government Employment
0148-A	C 3.140/2-6:	Local Government Employment in Major County Areas
0148-A	C 3.145/4:	Census of Governments: Reports
0148-A	C 3.145/5:	Census of Governments: Preliminary Reports
0148-C	C 3.238:	Census and You: Monthly News From the U.S. Bureau of the Census
0148-C	C 3.238/4:	National Clearinghouse for Census Data Services Address List
0148-C	C 3.238/5:	Telephone Contacts for Data Users
0148-C	C 3.238/7:	Data Developments
0150	C 3.134:	Statistical Abstracts of the U.S.
0150	C 3.134/5:	State and Metropolitan Area Data Book
0151	C 3.134/2:	County and City Data Book, Statistical Abstract of U.S. Supplement (P)
0151	C 3.134/2-2:	USA Statistics in Brief
0151-D	C 3.134/2:	County and City Data Book (CD-ROM)
0152-A-no.	C 3.31/4:	Census of Agriculture: State and Area Reports
0152-B-no.	C 3.31/7:	Census of Agriculture, Preliminary Reports And/or Advance Reports by State and Counties
0154	C 3.223:	Census of Population: General Publications
0154	C 3.223/7-5:	1990 Census Profile (numbered)
0154	C 3.223/12:	Census of Population: Supplementary Reports, CP-90-S1 (series)
0154	C 3.223/16:	Census of Population: Evaluation and Research Reports, CPH-90-E (series)
0154	C 3.223/22:90-R	Census of Population and Housing: Reference Reports (series CPH-90-R)
0154	C 3.223/22:90-R2	Census of Population and Housing: History (series CPH-90-R2)
0154	C 3.223/22:90-R3	Census of Population and Housing: Alphabetical Index of Industries and Occupations (series CPH-90-R3)
0154	C 3.223/22:90-R4	Census of Population and Housing: Classified Index of Industries and Occupations (series CPH-90-R4)
0154	C 3.223/22:90-R5	Census of Population and Housing: Geographic Identification Code Scheme (series CPH-90-R5)
0154-A-01	C 3.223/7-2:	Census of Population: Social and Economic Characteristics for American Indian and Alaska Native Areas (series 90-CP-2-1A)
0154-A-02	C 3.223/7-3:	Census of Population: Social and Economic

		Characteristics for Metropolitan Statistical Areas (series 90-CP-2-1B)
0154-A-03	C 3.223/7-4:	Census of Population: Social and Economic Characteristics for Urbanized Areas (series 90-CP-2-1C)
0154-B-01	C 3.281:	Census of Population and Housing, P.L. 94-171 Data (CD-ROM)
0154-C	C 3.277:	Economic and Agricultural Censuses (CD-ROM)
0154-E	C 3.279:	TIGER/LINE Files - 1990 Census Version (CD-ROM)
0154-F	C 3.282:	STFS - STF 1 (CD-ROM)
0154-F-01	C 3.282/2:	STFS - STF 3 (CD-ROM)
0155-A	C3.224/10:	Census of Housing: Subjects Reports (series 90-CH-3)
0155-A	C 3.224/11:	1990 Census of Population and Housing Content Determination Report (series)
0155-A-01	C 3.224/3-2:	Census of Housing: General Housing Characteristics for American Indian and Alaska Native Areas (series 90-CH-1-1A)
0155-A-01	C 3.224/3-5:	Census of Housing: Detailed Housing Characteristics for American Indian and Alaska Native Areas (series 90CH-2-1A)
0155-A-02	C 3.224/3-3:	Census of Housing: General Housing Characteristics for Metropolitan Statistical Areas (series 90-CH-11B)
0155-A-02	C 3.224/3-6:	Census of Housing: Detailed Housing Characteristics for Metropolitan Statistical Areas (series 90-CH-21B)
0155-A-03	C 3.224/3-4:	Census of Housing: General Housing Characteristics for Urbanized Areas (series 90-CH-1-1C)
0155-A-03	C 3.224/3-7:	Census of Housing: Detailed Housing Characteristics for Urbanized Areas (series 90-CH-2-1C)
0156-B-no.	C 3.224/3:90-Ch-1	Census of Housing: General Housing Characteristics (series 90-CH-1) [states]
0156-B-no.	C 3.224/3:90-Ch-2	Census of Housing: Detailed Housing Characteristics (series 90-CH-2) [states]
0156-K-no.	C 3.223/11:	Census of Population and Housing: Population and Housing Characteristics for Census Tracts and Block Numbering Areas (series 90-CPH-3) [states]
0156-M-no.	C 3.223/23:	Census of Population and Housing: Summary Social, Economic and Housing Characteristics (series 90-CPH-5) [states]
0159-B-no.	C 3.223/18:	Census of Population and Housing: Summary Population and Housing Characteristics (series 90-CPH-1) [states]
0159-B-no.	C 3.223/19:	Census of Population and Housing: Advance Reports (series 90-CPH-1) [states]
0159-C-no.	C 3.223/5:	Census of Population and Housing Population and Housing Unit Counts (series 90-CPH-2) [states]
0159-C-no.	C3.223/6:	Census of Population: General Population

0159-C-no.	C3.223/7:	Characteristics (series 90-CP-1) [states] Census of Population: Social and Economic Characteristics (series 90-CP-2) [states]
0159-C-no.	C3.223/20:	Census of Population and Housing: Population and Housing Characteristics for Congressional Districts for the 103rd Congress (series 90-CPH-4) [states]
0159-G	C3.223/10:	Census of Population and Housing: Population Subject Reports (series 90-CP-3)
0160-E	C 3.258:	Survey of Minority-Owned Business Enterprises MB (series)



Contractor-Issued Microfiche Shipping Lists

August 28, 1992

1992-04

Shipping List #	Shipping List Date	Contractor	Contract #
92-2029-M	8/21/92	CMC	326
92-2027-M	8/21/92	CMC	326
92-2029-M	8/21/92	CMC	326
92-2029-M	8/21/92	CMC	326
92-2030-M	8/21/92	CMC	326
92-2033-M	8/28/92	CMC	326
92-2065-M	8/28/92	CMC	326
92-2065-M	8/28/92	CMC	326
92-2067-M	8/28/92	CMC	326
92-2067-M	8/28/92	CMC	326
92-1937-M	8/28/92	B&B	791
92-1938-M	8/28/92	B&B	791
92-1939-M	8/28/92	B&B	791
92-1940-M	8/28/92	B&B	791
92-1940-M	8/28/92	B&B	791
92-2073-M	9/4/92	CMC	326
92-2074-M	9/4/92	CMC	326
92-2075-M	9/4/92	CMC	326
92-2076-M	9/4/92	CMC	326
92-2077-M	9/4/92	CMC	326

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